



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
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"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
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Fifth District

June 08, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

8 June 8, 2016


LORI GLASGOW
EXECUTIVE OFFICER

**REQUEST FOR DELEGATED AUTHORITY
TO THE CHIEF EXECUTIVE OFFICER
TO NEGOTIATE AND ADMINISTRATIVELY CONSUMMATE
MINOR LEASES FOR VARIOUS DEPARTMENTS
(ALL DISTRICTS)
(3 VOTES)**

SUBJECT

Delegation of authority to the Chief Executive Officer, or her designee, to negotiate and consummate the renewal of the 65 minor leases shown on Attachment A as provided under Section 2.08.163 of the County Code.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board of Supervisors, per Section 15301 of the State of California Environmental Quality Act Guidelines (Existing Facilities).
2. Delegate the authority to the Chief Executive Officer, or her designee to negotiate and consummate the 65 minor leases shown on Attachment A. The proposed Leases to be renewed or amended shall not exceed a monthly lease rent of \$7,500, nor exceed a three-year term and include the following Departments: Agricultural Commissioner/Weights & Measures, Alternate Public Defender, Board of Supervisors, Children and Family Services, Community and Senior Services, Fire, Health Services, Mental Health, Parks and Recreation, Probation, Public Health, Public Library, Public Social Services, Registrar-Recorder/County Clerk, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pursuant to the authority granted under County Code Section 2.08.163, the Chief Executive Officer may consummate all minor leases administratively. Approval of the proposed action will allow the Chief Executive Office (CEO) to administratively renew or amend minor leases for a period not to exceed three years at a rental rate that cannot exceed \$7,500 per month, and will provide County departments with continued occupancy at their current locations. However, while the CEO has the authority to execute brand new minor leases, County Counsel has opined that a renewal of the same facility requires Board of Supervisors approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for Board of Supervisors approval for renewal of each of the 65 leases individually.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1) directs that we maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. This recommendation supports this goal by requesting approval of the Board of Supervisors of the consolidated list of the minor leases and removing the need for individual Board of Supervisors' actions for each of the 65 leases.

FISCAL IMPACT/FINANCING

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be minimal fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation will be that the rental rate cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month, the CEO will submit a lease recommendation to the Board of Supervisors for consideration

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 2005, the Board of Supervisors has approved similar delegated authority recommendations submitted annually by the CEO to negotiate and consummate minor leases. The proposed recommendations apply to the 65 leases shown on Attachment A whose departments indicate a desire to remain at their current facilities. All the proposed leases are either on a month-to month tenancy, or will expire during the 2016 calendar year or through the first quarter of 2017. County Code Section 2.08.163 will continue to govern all new leases for different locations with the same terms and rental rate limits.

The leases shown on Attachment A will be approved by the CEO only under the following conditions:

- The departments involved will be required to provide sufficient justification of the continued need for the space to the CEO, and the CEO will need to find that the renewal of the existing lease is the best course of action.
- The facilities involved will need to meet the criteria for seismic integrity, set by the Department of Public Works, to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CEO.
- If the proposed leases contain a rental adjustment provision, either fixed or based on the Consumer Price Index, the project maximum monthly rent will remain at \$7,500 or less per month.
- The term lengths of the proposed leases are not to exceed three years and no more than two amendments are permitted within a 12-month period.

ENVIRONMENTAL DOCUMENTATION

Since all leases shown on Attachment A are re-leases, the CEO has concluded that these projects are exempt from California Environmental Quality Act (CEQA) as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board of Supervisors, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

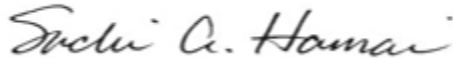
The CEO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CEO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Some of the facilities shown on Attachment A are occupied under other existing County lease(s). If possible, the CEO will consolidate these leases into one agreement, and if consolidation exceeds the administrative limitations, a recommendation will be brought to the Board of Supervisors for consideration.

CONCLUSION

It is requested that the Executive Office, Board of Supervisors, return two certified copies of the Minute Order to the CEO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:DPH:CMM

TS:RL:FC:gw

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Agricultural Commissioner/Weights & Measures
Alternate Public Defender
Children and Family Services
Community and Senior Services
Fire
Health Services
Mental Health
Parks and Recreation
Probation
Public Health
Public Library
Public Social Services
Registrar-Recorder/County Clerk
Sheriff

**ADMINISTRATIVE LEASES LIST 2016
for the Minor Leases Board Letter**

ATTACHMENT A

No.	DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	END DATE	MONTHLY RENT	No. of Leases with same Lessor
1	AG COMM/WTS & MEASURES	1320 Olympic Blvd., Suite 216	Los Angeles	98216	L-0686	12/6/2013	12/5/2016	1,276.72	1
2	ALTERNATE PUBLIC DEFENDER	9928 Flower Street, Ste 104	Bellflower	97490	L-1160	9/1/2013	8/31/2016	1,064.01	1
3	ALTERNATE PUBLIC DEFENDER	101 West Mission Boulevard, Suite 212	Pomona	97602	L-0869	6/19/2012	6/18/2015	5,606.65	4
4	ALTERNATE PUBLIC DEFENDER	1611 South Garfield Avenue, Ste 100	Alhambra	97608	L-1013	11/1/2007	10/31/2010	6,490.00	1
5	ALTERNATE PUBLIC DEFENDER	1501 West Cameron Avenue, Building C, #230	West Covina	97540	L-0997	8/8/2013	8/7/2016	1,161.98	1
6	ALTERNATE PUBLIC DEFENDER	14553 Delano Street, Ste 211	Van Nuys	97646	L-1019	12/1/2011	11/30/2014	6,776.14	1
7	BOARD OF SUPERVISORS	3400 Aerojet Avenue, Suite 240, Field Office	El Monte	98718	L-0850	8/14/2003	8/13/2006	4,399.30	4
8	BOARD OF SUPERVISORS	21943 Plummer St., Fifth District Office	Chatsworth	98696	L-1000	2/1/2014	1/31/2017	4,720.56	1
9	BOARD OF SUPERVISORS	3530 Wilshire Blvd., Suite 1140, Commission on HIV Health Services	Los Angeles	98721	L-0891	12/1/2013	11/30/2016	7,500.00	2
10	BOARD OF SUPERVISORS	1113 W. Avenue M-4, 5th Dist. Antelope Valley Field office	Palmdale	98738	L-0841	5/16/2007	5/15/2010	2,704.60	1
11	BOARD OF SUPERVISORS	1199 S. Fairway Dr., 4th District Office, Suite 111	Rowland Heights	98691	L-0975	11/1/2009	10/31/2012	2,290.75	1
12	BOARD OF SUPERVISORS	615 E. Foothill Blvd., Suite D, Fifth District Office, Suite A	San Dimas	98698	L-0980	6/1/2013	5/31/2016	3,319.68	1
13	CHILDREN & FAMILY SERVICES	363 South Park Ave. STE 202	Pomona	98953	L-1144	3/7/2013	3/6/2016	0.00	1
14	CHILDREN & FAMILY SERVICES	201 Centre Plaza Drive	Monterey Park	97163	L-1175	3/27/2014	3/26/2017	256.00	7
15	CHILDREN & FAMILY SERVICES	500 East Colorado Boulevard	Pasadena	98953	L-1207	12/24/2014	12/23/2014	0.00	1

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16	CHILDREN & FAMILY SERVICES	2137 East Avenue R and 37423 70th Street East	Palmdale	98953	L-1193	8/1/2014	7/31/2017	0.00	1
17	CHILDREN & FAMILY SERVICES	Children's Advocacy Center, Long Beach Polytechnic, 1600 Atlantic Ave	Long Beach	00000	L-1149	5/9/2013	5/5/2016	0.00	1
18	CHILDREN & FAMILY SERVICES	1395 East Orange Grove Blvd., F. L. I. P. (Gratis)	Pasadena	99030	L-0905	10/1/2004	9/30/2007	0.00	1
19	CHILDREN & FAMILY SERVICES	90 North Daisy Avenue	Pasadena	98953	L-1206	12/24/2014	12/23/2014	0.00	1
20	COMMUNITY & SENIOR SERVICES	700 North Bullis Road	Compton	97067	L-1143	2/1/2013	1/13/2016	4,415.25	2
21	COMMUNITY & SENIOR SERVICES	130 West Route 66, Suite 240, formerly Alosta Avenue	Glendora	97068	L-1182	6/1/2014	5/31/2017	3,556.06	1
22	FIRE DEPARTMENT	8812 W. Avenue E-8, Ground Lease, Call Fire Station 112	Lancaster	98362	L-1154	6/1/2013	5/31/2016	0.00	1
23	HEALTH SERVICES	22300 Wardham Ave., Clinic & Office Space	Hawaiian Gardens	97882	L-0923	5/13/2013	4/30/2016	2,618.30	2
24	HEALTH SERVICES	16921 E. Avenue O, Space G, Lake Los Angeles Clinic, Saddleback Plaza, CHILDREN MEDICAL	Palmdale	97942	L-1111	12/15/2011	12/14/2014	3,800.00	1
25	HEALTH SERVICES	636 South Maple Ave	Los Angeles	98222	L-1169	4/1/2014	3/31/2017	1,900.00	4
26	HEALTH SERVICES	8201 Pearlblossom Hwy	Littlerock	97823	L-1106	8/1/2011	7/31/2016	4,805.00	1
27	MENTAL HEALTH	695 South Vermont Avenue	Los Angeles	98034	L-1005	6/15/2007	6/14/2010	2,280.00	2
28	MENTAL HEALTH	1400 North Ivar Avenue	Hollywood	98145	L-0994	1/1/2009	7/23/2010	3,875.00	4
29	MENTAL HEALTH	2620 California Avenue	Monrovia	98046	L-1174	3/13/2014	3/12/2017	6,045.09	1
30	MENTAL HEALTH	695 South Vermont Ave, Ste 1177	Los Angeles	98034	L-1130	9/1/2012	8/31/2015	2,131.60	2
31	MENTAL HEALTH	647 South Maple Ave	Los Angeles	98066	L-1194	8/7/2014	8/6/2017	5,150.00	3

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32	MENTAL HEALTH	1959 Palmer Court	Long Beach	98224	L-1047	11/24/2008	11/23/2011	1,500.00	1
33	MENTAL HEALTH	420 East Third Street, Ste 910	Los Angeles	98104	L-1210	3/1/2015	3/5/2016	2,850.00	2
34	MENTAL HEALTH	521 South San Pedro Street	Los Angeles	98233	L-1079	8/1/2010	7/31/2013	0.00	1
35	MENTAL HEALTH	636 South Maple Ave.	Los Angeles	98222	L-1180	5/1/2014	4/30/2017	1,000.00	4
36	MENTAL HEALTH	420 East Third Street, Ste 910	Los Angeles	98104	L-1209	3/6/2015	2/29/2016	900.00	2
37	MENTAL HEALTH	636 South Maple Ave	Los Angeles	98222	L-1168	2/24/2014	2/23/2017	6,800.00	4
38	PARKS & RECREATION	6901 Atlantic Ave.	Long Beach	98416	L-1157	9/1/2013	8/31/2016	0.00	7
39	PARKS & RECREATION	14812 Stanford Ave. & Rosecrans Avenue, Roy Campanella Park (Ground Lease)	Compton	98421	P-41059	3/1/2010	3/1/2011	8.33	4
40	PARKS & RECREATION	Equestrian Riding & Hiking Trail (El Vago Street) Acct No. 1499	La Canada Flintridge	98454	L-1152	7/1/2013	6/30/2016	410.23	7
41	PARKS & RECREATION	28000 Devils Punch Bowl Rd., Sandrock & Punch Bowl Canyons, Special Use Permit, Land use	Pearblossom	98392	P-0158	11/19/1992	11/20/1993	0.00	9
42	PARKS & RECREATION	1418 Descanso Drive, SCE Eagle Rock-Gould, Transmission Line (Acct No. 1510)	La Canada Flintridge	98511	L-1159	9/1/2013	8/31/2016	1,361.54	9
43	PARKS & RECREATION	27401 Lake Hughes Road, Sign Monument Display - Acct. No. 1883	Castaic	98408	L-1172	2/1/2014	1/31/2017	299.15	9

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44	PARKS & RECREATION	3301 Workman Mill & Peck Rd., Chino-Mesa T/L RW, Skyline Trail Equestrian Staging Area, Acct. #1330	City of Industry	98407	L-1173	4/1/2014	3/31/2017	61.97	9
45	PARKS & RECREATION	Equestrian & Hiking Trail, Schabarum Park to Rose Hills Rd. (Acct. #1367)	El Monte	98403	L-1205	12/1/2014	11/30/2017	0.00	9
46	PARKS & RECREATION	6300 East Northside Dr., Saybrook Park (Acct No. 1765)	East Los Angeles	98423	L-1185	6/1/2014	5/31/2017	82.00	9
47	PARKS & RECREATION	19700 Bloomfield Ave., Cerritos Regional County Park (Acct #1287)	Cerritos	98389	L-1179	9/1/2014	8/31/2017	152.05	9
48	PROBATION	275 Magnolia Ave, Ste 4106	Long Beach	98807	L-1166	1/28/2014	1/27/2017	0.00	5
49	PUBLIC HEALTH	275 Magnolia Ave., Ste 2600	Long Beach	97876	L-1186	8/1/2014	7/31/2017	3,913.18	7
50	PUBLIC HEALTH	10612 Shoemaker Avenue	Santa Fe Springs	97815	L-1133	7/15/2014	7/14/2015	5,764.50	1
51	PUBLIC HEALTH	15643 Sherman Way, Suite 200, Children's Medical Services, (DHS-HFD)	Van Nuys	97836	L-1145	3/15/2013	3/14/2016	6,310.40	1
52	PUBLIC LIBRARY	131 Metropole Street, Unit 151F	Avalon	98864	L-1241	1/5/2016	1/4/2018	2,100.00	1
53	PUBLIC LIBRARY	11940 East Carson Street	Hawaiian Gardens	98867	P-1034	6/24/2008	6/23/2011	0.00	2
54	PUBLIC SOCIAL SERVICES	9800 South La Cienega Blvd	Inglewood	97226	L-1176	4/1/2014	3/31/2017	3,360.00	1
55	PUBLIC SOCIAL SERVICES	416 N. Garey Avenue, GROW Program	Pomona	97160	L-0961	12/1/2010	11/30/2013	6,644.91	1
56	PUBLIC SOCIAL SERVICES	900 North Lake Ave., Supplemental Parking for 955 N. Lake Ave. (CVS Store #9694)	Pasadena	97214	L-0123	9/1/2011	3/31/2014	3,031.83	1

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57	PUBLIC SOCIAL SERVICES	1910 Magnolia Street, DCFS, & CSSD	Los Angeles	97383	L-1044	9/17/2012	9/16/2015	1,894.06	1
58	PUBLIC SOCIAL SERVICES	8017 S. Atlantic Blvd., Parking Lot (Gratis Ground Lease)	Cudahy	97125	L-0953	10/20/2005	10/19/2008	0.00	1
59	PUBLIC SOCIAL SERVICES	978 N. Lake Avenue, Pasadena GROW, All-Purpose Assembly Room	Pasadena	97244	L-0775	8/16/2001	2/15/2002	1,000.00	1
60	REGISTRAR RECORDER	13231 Lakeland Road	Santa Fe Springs	98810	L-1212	3/31/2015	12/31/2015	0.08 (1.00/yr)	1
61	SHERIFF DEPARTMENT	Dakin Peak, Communications Tower Site (MDCS) Consent Agreement to Sublease	Catalina	98133	L-1059	5/30/2009	5/29/2012	6,578.53	2
62	SHERIFF DEPARTMENT	25930 North The Old Road, Valencia Storefront sub-station	Stevenson Ranch	97685	L-0632	7/1/1999	6/30/2002	0.00	1
63	SHERIFF DEPARTMENT	410 Avalon Canyon Road, Deputy Residence	Catalina	97604	L-1057	9/10/2009	9/10/2012	0.08 (1.00/yr)	1
64	SHERIFF DEPARTMENT	29320 The Old Road	Castaic	97681	L-1156	8/1/2013	7/31/2016	83.33	9
65	SHERIFF DEPARTMENT	13837 W. Fiji Way, Marina Station Parking Lot	Marina Del Rey	97749	L-0623	5/4/2009	5/3/2010	134.00	1